

# Instructions for Prison/Jail Staff

POS-010

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, state bar number, and address):</i>  TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> <b><i>In Pro Per</i></b>	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
Guardianship of: _____  <div style="text-align: right;">minor</div>	CASE NUMBER:
<b>PROOF OF SERVICE OF SUMMONS</b>	Ref. No. or File No.:

*(Separate proof of service is required for each party served)*

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
  - a.  summons
  - b.  complaint
  - c.  Alternative Dispute Resolution (ADR) package
  - d.  Civil Case Cover Sheet *(served in complex cases only)*
  - e.  cross-complaint
  - f.  other *(specify documents):* **NOTICE OF HEARING and PETITION FOR APPOINTMENT OF GUARDIANSHIP OF A MINOR**
3. a. Party served *(specify name of party as shown on documents served):*  
  
 b. Person served:  party in item 3a  other *(specify name and relationship to the party named in item 3a):*
4. Address where the party was served:
5. I served the party *(check proper box):*
  - a.  **by personal service.** I personally delivered the documents listed in item 2 to the party (Code Civ. Proc., §§ 415.10 and 416.10)  
 (1) on *(date):* Write the **date** of service here (2) at *(time):* Write the **time** of service here
  - b.  **by substituted service.** I left the documents listed in item 2 with or in the presence of the person indicated in item 3b:
    - (1)  **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the party. I informed him or her of the general nature of the papers.
    - (2)  **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
    - (3)  **(physical address unknown)** a person at least 18 years of age apparently in charge at the party's usual mailing address other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
    - (4) \_\_\_\_\_ on *(date):* \_\_\_\_\_ at *(time):* \_\_\_\_\_
    - (5)  I thereafter mailed (by first-class, postage prepaid) copies to the party at the place where the copies were left (Code Civ. Procedure 415.20(a)-(b)) on *(date):* \_\_\_\_\_ or  declaration of mailing is attached.
    - (6)  A **declaration of diligence** is attached stating actions taken first to attempt personal service.

Guardianship of:  <div style="text-align: right; margin-top: 10px;">minor</div>	CASE NUMBER:  
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- c.  **by mail and acknowledgement of receipt of service.** I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first-class mail, postage prepaid,
- (1) on *(date)*: \_\_\_\_\_ (2) from *(city)*: \_\_\_\_\_
- (3)  with two copies of the *Notice and Acknowledgment of Receipt* and a postage-paid return envelope addressed to me. (*Attach completed Notice and Acknowledgment of Receipt (Code Civ. Proc., § 415.30).*)
- (4)  to an address outside California with return receipt requested. (Code Civ. Procedure, § 415.40)

- d.  **by other legal means** (*specify code section*): \_\_\_\_\_  
 Additional page describing service is attached.

6. The "Notice to the Person Served" (on the summons) was completed as follows:

- a.  as an individual defendant.
- b.  as the person sued under the fictitious name of (*specify*): \_\_\_\_\_
- c.  as occupant.
- d.  On behalf of (*specify*): \_\_\_\_\_
- under:  CCP 416.10 (corporation)  CCP 416.60 (minor)
- CCP 416.20 (defunct corporation)  CCP 416.70 (conservatee)
- CCP 416.40 (association or partnership)  CCP 416.90 (individual)
- CCP 415.95 (business organization, form unknown)  CCP 415.46 (occupant)
- other: \_\_\_\_\_

7. **Person who served papers**

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Telephone number: \_\_\_\_\_
- d. **The fee** for service was: \$ \_\_\_\_\_
- e. I am:

**Write the name, address, and telephone number of the person who served the papers here**

**Complete section 7e.**

- (1)  Not a registered California process server.
- (2)  Exempt from registration under Business and Professions Code section 22350(b).
- (3)  Registered California process server.
- (i)  owner  employee  independent contractor.
- (ii) Registration no.: \_\_\_\_\_
- (iii) \_\_\_\_\_

**Check this box if the person who served the papers was not a California sheriff or marshal**

8.  **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
- or

9.  **I am a California sheriff or marshal and** I certify that the foregoing is true and correct.

**Check this box if the person who served the paper was a California sheriff or marshal**

Date:

**Write the name of person who served the papers here**

(NAME OF PERSON WHO SERVED PAPERS/SHERIFF OR MARSHAL)

**Have the person who served the papers sign here**

(SIGNATURE )